

English Language Learner Technology Resource

Grant Application

Deadline for Submission:

February 28, 2007
4:30 p.m.

Iowa Department of Education
Grimes State Office Building
Des Moines, IA 50319-0146

Introduction

With the growing population of English language learners (ELLs) in Iowa and with passage of the No Child Left Behind Act (NCLB), increased attention is being placed upon the educational needs of ELLs in the state's K–12 school districts.

The Iowa Department of Education (DE) has been awarded a U.S. Department of Education grant through the Teacher Quality Enhancement (TQE) Grants Program. Goal Two of the grant focuses on improving teaching for diverse populations (i.e. teaching ELLs), with the objective of building capacity of teacher educators and teacher candidates. In pursuit of this objective, the grant provides professional development opportunities for teacher educators and teacher candidates related to the teaching of culturally and linguistically diverse students. A key program component is a technology activity that will provide opportunities for teacher educators and teacher candidates to interact with classrooms and classroom teachers of culturally and linguistically diverse students.

Program Description

Purpose

The purpose of this program component is to encourage the implementation and use of research-based strategies that have the highest probability of improving student achievement by demonstrating effective ways to teach ELLs in K–12 settings.

Teacher educators and teacher candidates will have the opportunity to interact with classrooms and classroom teachers of culturally and linguistically diverse students. Forty IP Video Conferencing Units will be made available for use by teacher educators (20) and public schools (20). These units may be used to observe, communicate, collaborate, and allow pre-service students and faculty to interact with K–12 classrooms, ELL students, and teachers.

Funding will be provided to participating institutions of higher education and public school districts for purchasing the necessary equipment and for training teacher educators and classroom teachers. Identified participating public schools will have video conferencing units (Polycoms) for use in their ELL classrooms and in classes where K–12 ELL students are enrolled. Higher education institutions awarded grants for the purchase of Polycoms will have access to all of the public schools in the state who are participating in this project. A list of those schools will be posted on the DE and Iowa Association of Colleges for Teacher Education (IACTE) websites by or before the conclusion of the grant competition.

Eligibility

Four-year public and private teacher preparation institutions in Iowa are eligible to apply for these funds. Each four-year institutions may apply as a single applicant or in a consortium with community colleges that have education programs. Grants will be awarded to 20 institutions of higher education in the amount of \$6,977.00 each. A grant to purchase one Polycom per

institution through this RFP will be awarded to successful applicants. A list of those public schools who will be participating will be made available to all awardees.

Each institution must agree to the following requirements to receive funding for equipment purchase:

1. All listed equipment will be ordered from the Iowa Education Consortium by April 1, 2007. Contact: Bud Carruthers
3601 West Avenue Road, Box 1065
Burlington, IA 52601
319-753-6561, x1157
319-752-7525 Fax
2. Each institution agrees to provide technology support to ensure Video over IP equipment will work through their firewalls.
3. Each institution will ensure there is adequate bandwidth for Video over IP to function properly (minimum 1.5Mbs).
4. Each institution will ensure that all routers are configured for proper operation of equipment purchased.
5. Any purchases with costs beyond the listed prices and equipment will be born by the institution.

Equipment purchase for programs with TQE Grant:

Item	Part No.	Price
Polycom 7400s Presenter	7200-22640-001	\$5,100.48
Premier, 3-year, VSX7000 series	4870-00001-136	\$ 905.63
LCD Projector Hitachi CP-X260	CP-X260	\$ 868.37
AV Cart Luxor three level adjustable	AVJ42/C51	\$ 102.47

Training for set-up and use will be conducted over the ICN Classroom. Site connect fees will be covered by grant funding. Training will require one hour of time. If further time is required, arrangements can be made with Dennis Yoshimura, Tecnology Coordinator, TQE Grant, at dennis.yoshimura@iowa.gov or 515-281-6719.

Uses of Funds

- Purchasing IP Video Conferencing Units

Grant Period

April 1, 2007 through December 15, 2008

Non-Discrimination Statement

It is the policy of the Iowa Department of Education not to discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age, or marital status in its programs or employment practices. If you have questions or grievances related to this policy, please contact the Legal Consultant, Department of Education, Grimes State Office Building, Des Moines, Iowa 50319-0146, 515/281-8661.

Preparation of Application

Listed below are the required components, in the order that they should appear, of an acceptable application. The narrative sections of the proposal must be double-spaced and the font used must not be smaller than 12-point. Any font style may be used. The narrative portion of the application, not including the cover sheet or appendices, shall not exceed ten (10) pages, must be double-spaced, and must be printed on one side only. Applicants must adhere to the page limitations on the narrative sections and may not append additional material beyond that allowed in the following list:

Intent to Apply: If you intend to apply for this funding opportunity, send an e-mail message to Mary Beth Schroeder Fracek at Marybeth.schroederfracek@iowa.gov NOT LATER than February 15, 2007.

Cover Page: The cover page should be the first page of the application. Please use the form provided.

Signature/Assurances: The assurances for this grant are part of the cover sheet and are conveyed by an original signature(s) from each educational entity. Collaborations Consortia applications between a community college and a four-year institution of higher education require two signatures, one from an official representative of each institution.

Project Narrative and Timeline: The program narrative must include a timeline for the implementation of activities and address each of the following items. The narrative section must be double-spaced.

- **Program Goals and Objectives** – The goals and objectives for your institution's participation in the project are clearly and explicitly written and encourage the implementation and use of research-based strategies for teaching ELLs in K–12 settings.
- **Evaluation** – A formative and summative evaluation plan that is reliable and valid is presented measuring the anticipated outcomes and project effectiveness.
- **Sustainability** – The proposal links this new project with past or ongoing activities and demonstrates the ability of the partnership to continue activities after the grant funds end

- **Consortium (if applicable)** – The proposal includes a narrative of the roles of the collaborating two- and four-year institutions and their duties and responsibilities related to the goals and objectives of the project.

Proposal Submission

Applicants must submit an original and three (3) copies of the full proposal to the Iowa Department of Education. The original must include original ink signature or signatures, if submitting a consortium application. Fax and e-mail transmission of the complete proposal are not acceptable. To be considered for funding, proposals must be received, not postmarked at the DE by **February 28, 2007, 4:30 pm**. Incomplete or late applications will **not** be considered. Proposals should be mailed or delivered to:

Mary Beth Schroeder Fracek
Iowa Department of Education
Grimes State Office Building
Des Moines, Iowa 50319-0146

Review of Proposal

As proposals are received at the Iowa Department of Education, they will be reviewed for completeness and compliance with the requirements within this Request for Proposal to determine applicant eligibility. If a proposal is late, incomplete, or an applicant cannot establish its eligibility, the proposal will be omitted from the competition. The decision of the Iowa Department of Education is final. Applicants submitting proposals that are withdrawn due to incompleteness or ineligibility will be notified in writing.

A review panel will be identified and trained to read and evaluate eligible applications that reflect the requirements and criteria. Members of the panel will review and score each eligible application and make recommendations to the Iowa Department of Education. Proposals will be ranked according to final scores assigned by the reviewers and will be identified for funding consideration.

Following the review, the Department staff will contact project directors/application contact persons to discuss any modification of the project plan that may be required.

Review Criteria (refer to scoring rubric)

- **Program Goals and Objectives** – The goals and objectives for your institution's participation in the project are clearly and explicitly written and encourage the implementation and use of research-based strategies for teaching ELLs in K–12 settings.
- **Evaluation** – A formative and summative evaluation plan that is reliable and valid is presented measuring the anticipated outcomes and project effectiveness.
- **Sustainability** – The proposal links this new project with past or ongoing activities and demonstrates the ability of the partnership to continue activities after the grant funds end

- **Consortium (if applicable)** – The proposal includes a narrative of the roles of the collaborating two- and four-year institutions and their duties and responsibilities related to the goals and objectives of the project.

NOTE: Priority will be given to institutions with ESL endorsement programs by awarding five additional points.

Award Administration

Notification

The applicant will be notified by **March 15, 2007** of the status of their proposal.

Award Conditions and Reporting Requirements

Each eligible educational entity receiving a grant will be required to report progress to the Iowa Department of Education. The framework for reporting will be aligned with the application criteria listed in this document. A final progress report will reflect the activities and final expenditures indicated in the application time line. Grant recipient agrees to provide information to grant evaluator.

The full amount of the grant not to exceed \$6,977 per Polycom package will be paid to the recipient up purchase of the equipment and submission of an invoice and receipt to the Iowa Department of Education. The applicant four-year institution will serve as the fiscal agent for these funds.

Right to Negotiate

The Iowa Department of Education reserves the right to negotiate the final award within parameters of the grant.

Appeal Process

Any applicant of the grant funds may appeal the denial of a properly submitted competitive program grant application or the unilateral termination of a competitive program grant to the director of the department of education. Appeals must be in writing, in the form of an affidavit, and received within ten (10) working days of the date of notice of the decision and must be based on a contention that the process was conducted outside of statutory authority; violated state or federal law, policy or rule; did not provide adequate public notice; was altered without adequate public notice; or involved conflict of interest by staff or committee members. Refer to 281 IAC r. 7.5, the legal authority for this process.

Scoring Formula

The greatest rubric value (5) is multiplied by the weighting to equal the maximum possible points. This identical rubric will be used to review and score applications.

Review Criteria: (Total of 45-50 points possible for all criteria)

Program Goals & Objectives Are Clearly Aligned with RFP Purpose (15 points maximum possible)

Rubric value	Descriptor	X Weighting	Points
1	The project's goals are stated.	3	
3	The project's goals and objectives are stated.	3	
5	The project's goals, objectives, and intended outcomes are clearly and explicitly written and identify research-based strategies for teaching ELLs in K–12 settings.	3	

Review Comments:

Evaluation (15 points maximum possible)

Rubric value	Descriptor	X Weighting	Points
1	Indicators have been listed for the evaluation process.	3	
3	The plan for a reliable and valid summative evaluation is described.	3	
5	A formative and summative evaluation plan that is reliable and valid is stated measuring the anticipated outcomes and project effectiveness. A plan to disseminate the results has been included.	3	

Review Comments:

Sustainability (15 points maximum possible)

Rubric value	Descriptor	X Weighting	Points
1	Sustainability is not addressed.		
3	There is evidence for sustaining this project beyond initial grant funding.	3	
5	The proposal links this new project with past or ongoing activities and demonstrates the ability of the educational entity to continue activities after the grant funds end.	3	

Review Comments:**Optional for Consortium Applicants: (no points awarded, but required for consortium)**

Roles and Responsibilities of the community college and the 4-year institution.

Check as appropriate	Descriptor
	Roles and responsibilities are not clear or are not addressed
	Roles and responsibilities are stated.
	Roles and responsibilities are clearly stated and are aligned with the goals and objectives of the application.

Review Comments:

ESL Endorsement Program: (not required but extra points awarded)

Rubric value	Descriptor	X Weighting	Points
5	Institution of higher education has an ESL endorsement program	1	

No comments necessary.

DUE: February 28, 2007, 4:30 pm

APPLICATION COVER SHEET

**Iowa Department of Education
Grimes State Office Building
Des Moines, Iowa 50319**

Application for ELL Technology Resource Grant

Applying Four-Year Institution

Program Director/Contact Person:

Name _____

Title _____

Address _____

Telephone _____

Fax _____

E-Mail _____

Does this institution have an ESL endorsement program? _____

Consortium Community College Institution (if applicable) _____

Program Director/Contact Person:

Name _____

Title _____

Address _____

Telephone _____

Fax _____

E-Mail _____

Does this community college have an education program? _____

Statement of Assurances

Should a Technology Award be made to the applicant in support of the activities proposed in this application, the authorized signature on the cover page of this application certifies to the Iowa Department of Education that the authorized official will:

1. Upon request, provide the Iowa Department of Education with access to records and other sources of information that may be necessary to determine compliance with appropriate federal and state laws and regulations;
2. Use grant funds to supplement and not supplant funds from nonfederal sources.

Certification by Authorized or Institutional Official:

The applicant certifies that to the best of his/her knowledge the information in this application is correct, that the filing of this application is duly authorized by the governing body of this organization, or institution, and that the applicant will comply with the attached statement of assurances.

Applying Four-Year Institution):

Typed or Printed Name of Authorized Official

Title

Signature of Authorized Official

Date**Consortium Community College Institution (if applicable):**

Typed or Printed Name of Authorized Official

Title

Signature of Authorized Official

Date

**Please submit to Mary Beth Schroeder Fracek, Iowa Department of Education,
Grimes State Office Building, Des Moines, Iowa 50319-0146
by February 28, 2007, 4:30 p.m.**

Eligibility Checklist

Use this list to assist you in determining if you have included all necessary components of the grant application and if you have them in the order requested. This checklist in no way replaces the responsibility of the applicant to meet all stated requirements for application. This list will be used by Department Staff to check for application eligibility.

	YES	NO
The cover page is the first page evident on the document and includes all required information.		
The signature(s) on at least one of the copies submitted is original, not electronically or otherwise mechanically produced.		
One original and three copies were submitted.		
The application, in hard copy form, was submitted by February 28, 2007, to at the Iowa Department of Education.		
All components of the application are included and are in the following order: 1. Cover Sheet 2. Project Narrative and Timeline <ul style="list-style-type: none">• Program Goals and Objectives• Evaluation• Sustainability• Consortium (if applicable)• Optional: ESL endorsement for extra points		
The total number of pages NOT including the Cover Sheet and Appendices does not exceed ten (10). Each page, beginning with the first page <u>after</u> the Cover Sheet and not including Appendices, is numbered .		
The font size for the application is not smaller than 12-point regardless of font style. (Any style may be used.) Exception: The cover sheet may be in a smaller size, but must be clear and easy to read.		
All narrative must be double-spaced.		